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CORRESPONDENCE - GENERAL

Chapter VI

ASSEMBLING AND FORWARDING CORRESPONDENCE

Section A.

MATERIALS FOR ASSEMBLING AND FORWARDING CORRESPONDENCE

119. This form is an invaluable aid to officials reviewing correspondence. It is particularly helpful when correspondence is bulky or is to be reviewed for concurrence or approval by several officials.

SIGNATURE	OFFICIAL FILE COPY Form 5-57 163
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APPROVAL	CONCUR
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OK

	SIGNATURE
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EXHIBIT 8

Reference tabs are designed for repeated use. They are attached with paper clips as shown. These tabs are available at Building Supply Rooms.

For Bulky Correspondence Use This

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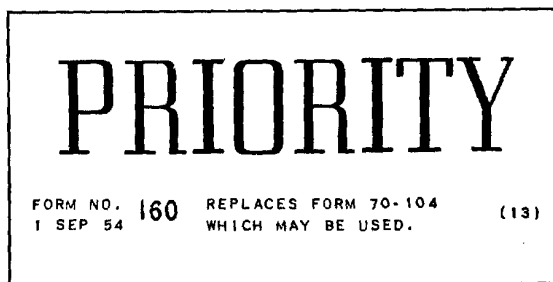
CORRESPONDENCE - GENERAL

too thick to permit the use of paper clips, insert a blank sheet of paper in front of the enclosure and attach the tab to the sheet.

Reference tabs are available at Building Supply Rooms.

120. Transmittal and Routing Forms and Receipts (Obtainable from Building Supply Officers)

- a. Priority Tag, Form No. 160 - This form aids in expediting the routing and processing of correspondence whenever other than routine handling is required. The tag is ~~pink~~^{red}, size 3" x 1½", and is reusable.



SAME SIZE AS SHOWN

OK

EXHIBIT 9

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